

## **ASU MI and ADDPC**

### **Participatory Budget Overview**

ASU MI is charged with assisting the ADDPC in conducting a participatory budget in an unserved/underserved community. The activity is part of ASU MI's contract that must be completed by 2/28/2018

The process shall closely follow these general rules to ensure the grants/evaluation process is fair, transparent and meets one of the Goals of the ADDPC State Plan.

Information to identify and finalize:

1. What ADDPC Goal and Objective will this meet? **Inclusion**
2. Which unserved/underserved community will be targeted? **Cochise County**
3. What is the total amount of funding to approve? **Approximately \$40,000**
4. Will there be single or multiple awards selected by the ADDPC and the community? **The ADDPC will review multiple requests and select the top three; the community will then make a final selection from those three. It is anticipated that each applicant will provide a presentation to the citizen panel.**
5. What is the length of time for the award/contract period? **One year from date of award.**
6. What is the scope of work based on? What are the specific community needs to be addressed? **The goal Community inclusion of people with DD**
7. Who will receive the competitive solicitation? **Various government, schools, and non-profit agencies in Cochise County. Other applicants from another county may apply but preference will be given to an applicant that is from Cochise County.**
8. How long will the grant solicitation be available? **6-8 weeks**
9. Will there be in an internal evaluation committee to make a recommendation to the ADDPC and /or the community? How many proposals will be forwarded to the community participatory budgeting? **Either the Grants Committee or an outside evaluation committee will do the preliminary review. Those requests will be forwarded to full or executive committee of the Council; final selection will be done by the citizen panel and they will review top three or four.**
10. Who are and how many of the community members will be part of the participatory budgeting process? Will the final selection take place in a public forum? **10 persons with DD and 10 family members that are representative to the county will make the final selection at the forum.**
11. Will accepted applications follow certain application criteria, such as Narrative, Budget, Timeline, Organizational Capacity, Staffing and will Match be required? **Yes to each section.**

12. Will organizations from Phoenix or other outside communities be allowed to apply for funding to conduct a program within the designated community? **Yes, however it will be notated that priority funding will be granted to applicants from the designated community.**

13. When does the grant solicitation need to be released? For how long? When should an award notification take place? **No later than November 1. 6 week release = Dec. 13<sup>th</sup> Due Date; 8 week release = Dec. 27<sup>th</sup> Due Date. The month of January will be ADDPC evaluation; the month of February is ASU MI's role in coordinating the citizen panel.**

14. What other concerns need to be addressed? **Discussion and approval by Grants Committee for new process to take place on solicitation and awards.**